

2018-2019 CHANGE IN STUDENT'S MARITAL STATUS APPEAL

Student Name (please print)

Spouse's Name (please print)

Campus ID Number

Who should submit this form?

Students who marry after filing the Free Application for Federal Student Aid (FAFSA) as a dependent student. **Note:** Completion of this appeal does not guarantee approval of your request. This form is only for students. Parents of dependent students whose marital status changes after filing the FAFSA should contact the Office of Scholarships and Financial Aid.

When should this form be submitted?

Submit the 2018-2019 Change in Student's Marital Status Appeal form by **March 1, 2019**. Incomplete appeals will result in a delay in processing.

Have you already completed your 2018-2019 FAFSA?


- No, complete and sign the 2018-2019 FAFSA** available at www.fafsa.gov based on your current dependency status.
- Yes, correct your marital status on your 2018-2019 FAFSA** available at www.fafsa.gov to show that you are "Married." The Central Processing Service (CPS) may retain and assign your FAFSA the status "Rejected" and forward it to the Office of Scholarships and Financial Aid for review.

Required Documentation

Submit all of the following documents to substantiate your appeal:

- A copy of your marriage certificate.
- A completed copy of the 2018-2019 Household Size and Number in College Verification – Independent Student.
- A completed copy of the 2018-2019 Income Verification – Independent Student.
- A completed copy of the 2018-2019 Asset Verification Worksheet (including both your and your spouse's assets).
- A **signed** copy of your and your spouse's 2016 Federal Tax Return including any applicable Schedules: B, C, D, E, F, and K-1.
- A completed and signed copy of this appeal form including all above required documentation.


Certification and Signature

 **SIGNATURE REQUIRED:** I certify that the information I have provided on this form and on all documents is true and complete to the best of my knowledge. Upon request I will provide additional documentation to substantiate the information provided. I understand that based on the documentation provided changes in my FAFSA financial information may occur and may result in a change in financial aid eligibility.

- By submitting this appeal, I am indicating changes that more equitably reflect my current finances.
- I understand, if approved, parent income, assets, and household size data will be deleted and my, the student, and my spouse's income, assets, and household size will be used.

Student Signature

Date

	2018-2019 Household Size & Number in College Independent Student	VHSI 19
	OFFICE OF SCHOLARSHIPS AND FINANCIAL AID STUDENT SERVICE COURT, MOUNT PLEASANT, MI 48859 PHONE: (989) 774-3674; TOLL FREE: 1-888-392-0007 FAX: (989) 774-3634; WEBSITE: WWW.FINANCIALAID.CMICH.EDU	

Why have you received this form? The Federal processor has selected your Free Application for Federal Student Aid (FAFSA) for a process called "Verification."

When should this form be submitted? Failure to complete and submit this form along with all required documentation to the Office of Scholarships and Financial Aid **within 21 business days** may result in the cancellation of your federal financial aid.

Student Information

Student Name (please print) _____

Campus ID Number _____

Number of Household Members


➤ **List all household members** who meet the following criteria.

Attach a separate sheet, if needed.

- Yourself; and
- Your spouse, if you are married; and
- Your and/or your spouse's children from this household; even if they do not currently live with you, **IF**:
 - You or your spouse will provide more than half of their support from July 1, 2018 through June 30, 2019.
- Other people: List only if they now live with you and will continue to live with you through June 30, 2019 and only if you and/or your spouse provide/will continue to provide more than half of their support through June 30, 2019.

Full Name of Household Member	Age Required	Relationship to Student <small>If "Other" is checked, relationship must be indicated.</small>	Will household member attend college at least half-time (6 semester credits/term) in a degree/certificate program between 7/1/18 and 6/30/19? If yes, list name of college.
		Self	Central Michigan University
		Spouse (if married)	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of College: _____
		<input type="checkbox"/> Child/Stepchild <input type="checkbox"/> Other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of College: _____
		<input type="checkbox"/> Child/Stepchild <input type="checkbox"/> Other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of College: _____
		<input type="checkbox"/> Child/Stepchild <input type="checkbox"/> Other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of College: _____
		<input type="checkbox"/> Child/Stepchild <input type="checkbox"/> Other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes Name of College: _____

Certification and Signature

 **SIGNATURE REQUIRED:** I certify that the information provided on this form is true and complete to the best of my knowledge. I understand that based on the information provided changes in my FAFSA financial information may occur and may result in a change in financial aid eligibility.

Student Signature _____

Date _____



2018-2019 Income Verification Independent Student

VINI 19

OFFICE OF SCHOLARSHIPS AND FINANCIAL AID
STUDENT SERVICE COURT, MOUNT PLEASANT, MI 48859
PHONE: (989) 774-3674; FAX: (989) 774-3634
WEBSITE: WWW.FINANCIALAID.CMICH.EDU

Why have you received this form? The Federal processor has selected your Free Application for Federal Student Aid (FAFSA) for a process called "Verification." **When should this form be submitted?** Failure to complete and submit this form with all required documentation to the Office of Scholarships and Financial Aid **within 21 business days** may result in the cancellation of your federal financial aid.

Student Information

Student Name (please print) _____ Spouse's Name if applicable (please print) _____ Campus ID Number _____

Student or Student and Spouse's Income Information

Please check the boxes next to your and your spouse's (if applicable) 2016 appropriate Federal Tax Filing Status.

2016 Tax Filing Status	Required Documentation									
<input type="checkbox"/> I filed a 2016 Federal Tax Return	<input type="checkbox"/> I (we) used the IRS Data Retrieval Tool (IRS DRT) on the FAFSA to transfer 2016 Federal Tax Return information into the FAFSA and made no changes to the information before submitting. <input type="checkbox"/> I (we) was unable or chose not to use IRS DRT on the FAFSA. <input type="checkbox"/> ATTACH a <u>signed</u> copy of your and your spouse's (if applicable and filed separately) 2016 Federal Tax Return including any applicable Schedules: B, C, D, E, F, and K-1.									
<input type="checkbox"/> I did not and was not required to file a 2016 Federal Tax Return	<input type="checkbox"/> I (we) did not earn income from work in 2016. SELECT one of the following and ATTACH required document(s) if applicable. <input type="checkbox"/> A copy of your and/or your spouse's 2016 IRS Verification of Non-Filing Letter dated on or after October 1, 2017. For information on how to obtain a 2016 IRS Verification of Non-Filing Letter please see the "2018-2019 Tax Document Guide." <input type="checkbox"/> I (we) attempted to obtain my 2016 IRS Verification of Non-Filing Letter dated on or after October 1, 2017 and was unable to obtain the required documentation. <input type="checkbox"/> I (we) earned income from work in 2016. <input type="checkbox"/> LIST BELOW every employer you and your spouse (if applicable) earned income from work in 2016. (Attach a separate sheet, if needed) <table border="1" style="width: 100%; margin-top: 5px; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Student or Spouse</th> <th style="width: 25%;">Name of Employer</th> <th style="width: 25%;">Dollar Amount Earned in 2016</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table> <input type="checkbox"/> ATTACH copies of your and your spouse's (if applicable) 2016 W-2 Form(s) . For information on how to obtain a 2016 IRS Wage and Income Transcript please see the "2018-2019 Tax Document Guide." SELECT one of the following and ATTACH required document(s) if applicable. <input type="checkbox"/> A copy of your and/or your spouse's 2016 IRS Verification of Non-Filing Letter dated on or after October 1, 2017. For information on how to obtain a 2016 IRS Verification of Non-Filing Letter please see the "2018-2019 Tax Document Guide." <input type="checkbox"/> I (we) attempted to obtain my 2016 IRS Verification of Non-Filing Letter dated on or after October 1, 2017 and was unable to obtain the required documentation.	Name of Student or Spouse	Name of Employer	Dollar Amount Earned in 2016						
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Certification and Signature

SIGNATURE REQUIRED: I certify that the information I have provided on this form and on all documents is true and complete to the best of my knowledge. I understand that based on the documentation provided changes in my FAFSA financial information may occur and may result in a change in financial aid eligibility.

Student Signature _____

Date _____

2018-2019 STUDENT ASSET VERIFICATION WORKSHEET

Student Name (please print)


Campus ID Number

Asset Information

Please list the market value and debt for all assets that you (and your spouse) own. **These values should reflect the values as of the day the Free Application for Federal Student Aid (FAFSA) was first submitted.**

	Asset Type	Student		Spouse	
		Asset	Debt	Asset	Debt
<p>Reporting Information:</p> <p>Excluded Assets: Do not report principal residence, family farms, or retirement plans (IRA, Keogh, 401(k), etc.)</p> <p>Trust Funds: Current value, plus interest, unless trust is restricted by court order (i.e., to cover future medical expenses in insurance settlement).</p> <p>Qualified Tuition Programs: Michigan Education Trust (MET) and Michigan Education Savings Plan (MESP) are considered an asset of the parent if owned by parent or student.</p> <p>Custodial Accounts for Minor Children (i.e. Uniform Gifts to Minors): Report only your share of joint account.</p> <p>Savings Bond: For bonds that have not matured, check with your bank for current values.</p> <p>Other Investments: Include commodities, precious and strategic metals, etc.</p> <p>Installment or Land Contracts: Report the current principal and interest balance remaining on contract.</p>	Cash, savings, and checking accounts	\$		\$	
	Trust Funds	\$	\$	\$	\$
	Qualified Tuition Programs	\$	\$	\$	\$
	Money Market/CDs	\$		\$	
	Mutual Funds	\$		\$	
	Stock	\$		\$	
	Bonds	\$		\$	
	Custodial Accounts	\$		\$	
	Other Investments	\$		\$	
	Rental Property	\$	\$	\$	\$
	Second Home	\$	\$	\$	\$
	Land Contracts	\$	\$	\$	\$
	Other Real Estate	\$	\$	\$	\$
	Business/Partnership	\$	\$	\$	\$
Non-Family Farm(s)	\$	\$	\$	\$	
S-Corporation(s)	\$	\$	\$	\$	

Certification and Signature

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Student Signature

Date

2018-2019 Tax Document Guide

****IMPORTANT:** When submitting your federal tax return or transcript(s) to the Office of Scholarships and Financial Aid make sure you place the student's name and campus ID number on each page so we know that it is part of their financial aid record. Not doing so may cause a delay in processing due to the Internal Revenue Service's (IRS) new transcript format that partially masks personally identifiable information to better protect your data. Please use the student's campus ID number as the Customer File Number when requesting your transcript. Make sure to submit a copy of each page of your transcript as many transcripts are double-sided documents and we will need a copy of each page.

Type of Tax Document:	How to Obtain:
<p>Signed Federal Tax Return:</p> <p>Submit a <u>signed</u> copy of your 2016 Federal Tax Return including any applicable Schedules: B, C, D, E, F, and K-1.</p> <p>If you filed electronically, print a copy of your Federal Tax Return and sign page 1 or 2 before submitting.</p> <p>Do not send your City or State Tax Return.</p> <p>Do not send your Tax Summary Page – Send a complete copy of your entire Federal Tax Return.</p>	<p>Request Copy From Your Tax Preparer: Contact your Tax Preparer and request a copy of your 2016 Federal Tax Return.</p> <p>Online System Request: If you used an online system such as TurboTax or TaxAct then you should be able to log in to the system and pull up a copy of your 2016 Federal Tax Return and print off a copy.</p> <p>Don't Have a Copy or Unable to Locate a Copy?: Request a copy of your 2016 IRS Tax Return Transcript from the IRS (directions below).</p>
<p>IRS Tax Return Transcript:</p> <p>Includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed.</p> <p>Takes place of 2016 Federal Tax Return.</p>	<p>Telephone Request: Call 1-800-908-9946 and make sure to request the "IRS Tax Return Transcript" for tax year ending 12/31/2016.</p> <p>Paper Request: Use IRS Form 4506-T by entering your information at the top of the page on lines 1-5. Then enter your tax form number on line 6 and then check box 6a for "IRS Tax Return Transcript". Then enter the year or period requested (12/31/2016) on line 9. Then you must check the box above the signature to attest that you have the authority to sign and sign, date and add your phone number. Once completed mail or fax to the appropriate IRS contact information on page 2.</p> <p>Paper Request: Use IRS Form 4506-T by entering your information at the top of the page on lines 1-5. Then enter your tax form number on line 6 and then check box 6a for "IRS Tax Return Transcript". Then enter the year or period requested (12/31/2016) on line 9. Then you must check the box above the signature to attest that you have the authority to sign and sign, date and add your phone number. Once completed mail or fax to the appropriate IRS contact information on page 2.</p>
<p>IRS Wage and Income Tax Transcript:</p> <p>Includes the data from any W-2, 1099 series, 1098 series, or 5498 series forms.</p> <p>Takes place of any 2016 W-2 Form, 1099 Form, 1098 Form, or 5498 Form.</p>	<p>Online Request: Go to www.irs.gov and click "Get My Tax Record" from the IRS homepage. Make sure to request the "IRS Wage and Income Tax Transcript" for tax year ending 12/31/2016.</p> <p>Paper Request: Use IRS Form 4506-T by entering your information at the top of the page on lines 1-5. Then check box 8 for "Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript". Then enter the year or period requested (12/31/2016) on line 9. Then you must check the box above the signature to attest that you have the authority to sign and sign, date and add your phone number. Once completed mail or fax to the appropriate IRS contact information on page 2.</p>
<p>IRS Verification of Non-Filing Letter:</p> <p>Proof from the IRS that you did not file a return for the tax year requested. IRS Verification of Non-Filing Letters for tax year 2016 must be obtained on or after October 1, 2017.</p>	<p>Online Request: Go to www.irs.gov and click "Get My Tax Record" from the IRS homepage. Make sure to request the "IRS Verification of Non-Filing Letter" for tax year ending 12/31/2016.</p> <p>Paper Request: Use IRS Form 4506-T by entering your information at the top of the page on lines 1-5. Then check box 7 for "IRS Verification of Nonfiling". Then enter the year or period requested (12/31/2016) on line 9. Then you must check the box above the signature to attest that you have the authority to sign and sign, date and add your phone number. Once completed mail or fax to the appropriate IRS contact information on page 2.</p>